Contract Professional Advisory Committee (CPAC)
Procedural Manual

Updated January 2020

Article I – Name

The official name of this group shall be the Contract Professional Advisory Committee, referred to as CPAC, as defined in University Rule 3359-22-03.

Article II – Purpose

The contract professional advisory committee “CPAC” serves as an advisory body to the President on matters relating to employment and any other issues for contract professionals and on matters relating to any other issues directed to the committee. CPAC shall remain an advocacy and resource committee meant to serve current contract professionals. The classification of contract professional is defined by the University Rule 3359-22-01.

Article III – Relationship with Administration

1. The committee shall meet with the President annually.
2. The committee shall prepare an annual report in June of each year for submission to the Office of the President. A copy of this report should also be made available to all contract professionals by the end of July.

Article IV – Membership

Those eligible for membership on CPAC include current, full-time contract professionals employed by The University of Akron.
Article V – Structure

1. The CPAC shall consist of eighteen full-time contract professionals employed by The University of Akron.
2. Twelve to fourteen members shall be elected by the contract professionals from the main campus.
3. Three members shall be appointed by the seated CPAC committee.
4. At least one member but not more than three members will be elected from UA’s Wayne campus and other branch campuses.
5. The Vice President of Talent Development & Human Resources, or his/her designee, shall maintain permanent ex-officio member status and offer regular advisory assistance.
6. The office of general counsel shall provide assistance as appropriate.
7. The President may appoint one or more ex-officio members to the committee as appropriate for the committee’s areas of concern.
8. The service year for CPAC members shall be September 1 through August 31.

Article VI – Composition of Committee

Terms of Office:

1. CPAC members shall be elected and or appointed for a three year term, unless otherwise designated.
2. In addition, six new members shall be comprised of elected or appointed individuals based upon distribution of representation delineated in vacancies.
3. Membership on the CPAC shall run concurrently with the University Council service year.
4. No member may be elected or appointed to serve on CPAC for more than two consecutive full terms.

Expectations of Members:

1. Upon election to CPAC, all new members must receive an updated list of scheduled meetings prior to the end of August.
2. CPAC members shall attend all regularly scheduled CPAC meetings, or submit written notice for non-attendance prior to the meeting.
3. Failure to attend half of the regularly scheduled CPAC meetings, per service year, may result in removal from CPAC.
Nominations:

1. CPAC shall establish election procedures and conduct an annual election no later than June each year.
2. Such procedures shall call for nominations from the contract professionals, which shall be sent to all members at least three weeks prior to the elections.
3. Each contract professional may submit for nomination the name of one contract professional and the nominees agree to serve if elected.

Elections:

1. Only full-time contract professionals are eligible to participate in the election, each may only vote once.
2. Ballots shall carry the names of all eligible persons who have been proposed, and accepted, for nomination.
3. The person or persons receiving the highest number of votes shall fill the open position(s) in decreasing order of those votes, provided those persons are otherwise eligible in accordance with the eligibility requirements for membership on the CPAC.
4. The election process shall be conducted by the Vice Chair of CPAC, in accordance to the procedures outlined.
5. Following the nomination and voting process, an office (official) copy of the results and documentation of the process shall be kept with the Chair, Vice Chair, and Recording Secretary.
6. The Chief Human Resources Officer, or his/her designee, shall rule on all questions concerning the election procedures and results.
7. In accordance with University Council rules, elected and appointed members are staggered appropriately to allow for continuity.
8. Elections shall take place so as no more than one-third of the constituency’s membership is elected to serve annually.
9. All information provided CPAC seated members is considered confidential, official CPAC business and shall not be shared or discussed outside of CPAC meetings.

Timeline and Steps to Conduct Annual Elections:

1. Vice Chair will email all full time CPs requesting nominations to serve on CPAC. Nominations should be received by the end of April.
2. The end of May, Nominations should be accepted in writing by each nominee submit to the Vice Chair. A brief explanation why he/she wants to serve on CPAC including their current job title and department/college, years employed at UA, a current picture of them. This information will be included, as an attachment with the election ballot.
3. Elections should be conducted by the end of June.
4. In July the Chair will notify in writing the newly elected representatives, confirm their term of office and invite them to the August meeting.
**Vacancies:**

1. Each year one-third or six CPAC members’ service to the committee will end
   a. The vacant positions will be filled as follows:
      i. Three members will be elected.
      ii. Three members will be appointed by CPAC.

   1. CPAC will use the appointment process to ensure an evenly distributed representation from campus units and colleges.
      Appointments should be drawn from the most recent election results.

2. Should a vacancy occur during a CPAC members term of office, the Chair shall revisit the most recent election results and offer a position to the next highest contract professional receiving votes.
   a. In the event the list has been exhausted, the committee will determine an appropriate timeline for elections, adhering to the timeline aforementioned.

**Removal:**

1. Any member of CPAC may be removed upon a vote of the CPAC.
2. Removal may be enacted upon a two-thirds vote (twelve votes) consisting of all eighteen CPAC members, or of filled CPAC membership seats.
3. If a removal proceeding is voted to occur, the following procedures will be followed:
   a. The member in question shall be notified in writing of the reasoning from the Chair.
   b. A vote should be taken by the CPAC membership, or filled CPAC membership seats, at the next scheduled CPAC meeting where a two-thirds vote (thirteen votes) is necessary for removal of the member.
   c. The committee will select the replacement in correspondence with Article VI – VACANCIES. The person so removed will be ineligible to return to the committee.

**Article VII – Officers**

1. CPAC shall have the following officers, who are elected by CPAC seated membership.
   a. Chair
   b. Vice-Chair
   c. Recording Secretary
   d. Treasurer
2. The term of office shall be September - August.
3. The Executive Committee should meet quarterly or as needed
Powers and Duties of Officers:

a. Chair
   i) Presides and sets agendas for all meetings
   ii) Shall provide written notice of regularly scheduled CPAC meetings to all contract professional constituents.
   iii) Attends any required meetings where a CPAC representative is invited or needed.
   iv) Ability to access CPAC funds for needs of the committee, with the approval of the Treasurer.
   v) Responsible for communicating meeting time and dates to CPAC seated members and all CPs.
   vi) Maintains copies of CPAC business meeting notes and election/nomination results.

b. Vice Chair
   i) Assumes the duties of Chair, as needed, or in the event of a vacancy.
   ii) Coordinates the election process, with the approval of CPAC membership, and in accordance to the outlined procedures.
   iii) Attends any required meetings where a CPAC representative is invited or needed.
   iv) Maintains copies of CPAC business meeting notes and election/nomination results.

c. Recording Secretary
   i) Schedules meeting space for CPAC membership meetings.
   ii) Keeps record of all CPAC membership meetings.
   iii) Distributes approved meeting minutes to contract professional constituents – as outlined in Article VIII – Rules on CPAC Business.
iv) Responsible for the annual review of the Procedures Manual and provides written recommendations for changes.

v) Maintains copies of CPAC business meeting notes and election/nomination results.

d. Treasurer

i) Keeps all financial records for the committee.

ii) Arranges for payments and reconciles expenditures.

iii) Approves expenses for the committee.

iv) Provides a monthly budget update for CPAC membership meetings.

Eligibility of Officers:

1. To qualify to be an officer, the member must be able to serve for at least one full service year – Article V – Structure.

Nomination of Officers:

1. Nominations for officer positions can be conducted by nominations from the floor, during a regularly scheduled CPAC membership meeting.

2. In order to be nominated, the nominee must be in attendance, or have provided written acceptance of the nomination prior to the start of the meeting.

3. Once nominated, the nominee can accept or decline the nomination during the meeting.

4. Nomination of officers should take place in August.

Election/Selection Process of Officers:

1. Officers elections, for vacant positions, shall take place during the Annual Meeting – Article VIII – Rules on CPAC Business

2. Seated CPAC members will be asked to vote for each office following nominations of the position.

3. The nominee receiving the most votes shall be declared the winner and will take office at the September meeting.
Article VIII – Rules on CPAC Business

Meetings:

1. In order to conduct business, quorum shall consist of two-thirds (12 seated members) of the CPAC membership, or filled CPAC membership seats.

2. CPAC meetings shall be open to the entire contract professional constituency.
   a. The dates, time, and location of all CPAC meetings should be available at least one week before the next scheduled meeting (via the website) to allow constituents the opportunity to attend.

3. During regularly scheduled CPAC meetings, a closed session may take place for CPAC appointed members to discuss business.
   a. Closed session shall be entered into after a three-fourths vote of the seated CPAC membership is in attendance at a meeting
   b. All business discussed during the closed session shall be considered confidential, official CPAC business and shall not be shared or discussed outside of CPAC meetings
      i. Failure to uphold the confidentiality of the CPAC membership may result in removal from the committee

4. Meeting Minutes shall be noted by the appointed Secretary and reviewed for approval by the CPAC members at the next scheduled meeting.
   a. Approved minutes shall be shared with the entire contract professional membership through distribution on the CPAC website, not more than one month following the approved meeting minutes

5. CPAC seated membership shall discuss goals for the committee for the upcoming service year, no later than the September meeting.
   a. These goals shall be communicated, in writing, to the contract professional constituency and revisited throughout the service year for update and modification.

Annual Meeting:

1. CPAC shall call the first annual meeting in August, to include newly elected/appointed members and outgoing members.

2. At the annual meeting, at least the following business must be conducted, based on the needs of the committee:
   a. Elect a Chair, Vice-Chair, Recording Secretary, and Treasurer.
   b. Appoint/Elect CPAC representative to observe the Board of Trustees meetings.
   c. Appoint/Elect open At-Large positions to serve on University Council (UC) steering committees.
   d. Establish monthly CPAC meeting times and locations for the year.
e. Review the CPAC Procedural Manual with newly elected representatives and for updates.

Professional & Social Development:

1. In upholding the purpose of CPAC, the committee shall plan at least one professional or social development experience for the entire contract professional constituents on an annual basis.
2. CPAC membership shall also identify and explore other professional development opportunities and experiences that could benefit the entire contract professional constituency.

University Council Representation:

1. As needed, CPAC shall fill any vacant positions for membership representation on University Council.
2. Should a vacancy occur on a UC position, the Chair of CPAC shall revisit the most recent election results and offer a position to the next highest contract professional receiving votes.
   a. In the event the list has been exhausted, the committee will determine an appropriate timeline for seeking nominations for the open positions – Article VI – Elections
3. It is the responsibility of each UC representative to attend all scheduled steering committee meetings and share necessary updates with the rest of CPAC.
   a. In accordance to UC bylaws, CPAC sub-committee members may be removed from the position due to lack of attendance.
   b. CPAC reserves the right to remove a CPAC sub-committee representative